

MEETINGS FOR RESULTS

A four-hour or less workshop on how to plan and conduct meetings that are productive with out wasting a lot of time, even last minute meetings.

This course is designed to:

- *Examine own behaviors to determine whether they contribute to or take away from the productivity of meetings*
- *Identify various "meeting robbers", determine how they hurt the productivity of a group and explore strategies for stopping them*
- *Understand roles and responsibilities of both the participant and meeting leader for keeping meetings on track.*
- *Learn how to either create or follow an agenda that focuses energies on the task at hand*

There are no registration fees, however advanced registration is required. A minimum of ten registrations is required by January 12, 2007

COURSE DETAILS

DATE: FRIDAY, January 19, 2007 Time: 1300-1700

LOCATION: Schmidt's Banquet Room, 101 10th Street, Circle

REIMBURSEMENT: There are no funds available for participant expenses.

MEETINGS FOR RESULTS

CIRCLE, MT

Mail or FAX to:

McCone County DES

Box 51

Circle, Montana 59215

Fax: 406-485-2689

Registration Deadline:

Noon, Friday, January 12, 2007

Name: _____

Organization: _____

Mailing Address: _____

City/State/ Zip: _____

Contact Phone: _____

(where we can contact you for emergencies or course changes)

Fax: _____

E-mail: _____

Agenda Overview

MEETINGS FOR RESULTS

4-Hour or less Agenda

Introduction and Objectives
Meet the Meeting Robbers
Discussion strategies
Worksheets to help you plan

This course is instructed by Fred Naeher, Training and Exercise Manager, Montana Disaster and Emergency Services. Fred has over 12-years of experience working for DES, 10-years as a public school and junior college instructor and over 30-years experience in the military. He has participated in various ICS roles during 56 events that required the activation of the State Emergency Coordination Center (SECC).

A COMMUNITY BASED COURSE

McCone County has offered to host this course for Dawson County and Eastern Montana.

For more information, please contact:

Fred Naeher @ 406-841-3968
fnaeher@mt.gov

OR

McCone County DES
406-485-2347
Fax: 406-485-2689
mcondes@midrivers.com

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Cost of printing and mailing this publication is available on request by contacting the DES Training Manager.

*Questions or comments may be directed to the DES Training Manager at 406-841-3968 or
fnaeher@mt.gov*

MEETINGS FOR RESULTS

JANUARY 19, 2007

CIRCLE, MT
Schmidt's Banquet Room
101 10th Street, Circle

Hosted by:

**McCone County DES
McCone County LEPC**

**Registration Deadline:
Noon, Friday, January 12, 2007**

